

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 02
2. AMENDMENT/MODIFICATION NO. P00012	3. EFFECTIVE DATE 99FEB02	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE	5. PROJECT NO. (If applicable)	
ISSUED BY CONTRACTING SQUADRON 6 K AVENUE STE 1 SHEPPARD AFB TX		7. ADMINISTERED BY (If other than Item 6)		
CODE 76311-2746		CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip code) TREND WESTERN TECHNICAL CORP 4128 W COMMONWEALTH AVE FULLERTON CA 92833		(x)	9A. AMENDMENT OF SOLICITATION NO.	
			9b. DATED (See item 11)	
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. F4161298C0001	
			10B. DATED (See item 13) 97OCT30	
CODE		FACILITY CODE		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.				
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning ___ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. DESCRIBED IN ITEM 14.				
(x) 1A. This change order is issued pursuant to: (Specify authority) The changes set forth in Item 14 are made in the contract order no in item 10A.				
1B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in Item 14 pursuant to the authority of FAR 43.103(b).				
X 1C. This supplemental agreement is entered in pursuant to authority of: FAR 52.243-1 CHANGES-FIXED PRICE ALT I				
1D. Other (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return ALL copies to the issuing office.				
14. Description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) POC: STORY, SHIRLEY L. PHONE: 9486763895 SEE SCHEDULE				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, unchanged and in full force and effect.				
NAME AND TITLE OF SIGNER (Type or print) Michael Jarvis, Vice President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SHIRLEY L. STORY		
15B. CONTRACTOR OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 2/10/99	16B. UNITED STATES OF AMERICA BY <i>Shirley L. Story</i> (Signature of Contracting Officer)	16C. DATE SIGNED 990222	

Trend Western Technical Corporation

a. This no-cost modification is issued to correct references to Part I, Section B, Supplies/Services and Price/Costs, Supplies and Services To Be Furnished, CLIN numbers 0004aa, 1004aa, 2004aa, 3004aa and 4004aa, make major revisions to the HAZMART procedures, update some of the maps and various PWS references. All changes are identified by a bar in the margin of the hard copy page or displayed by dark bold blue text on the supply intranet/CD ROM page.

b. Remove and replace Part I, Section B, Supplies/Services and Price/Costs, Basic Period, 1 Dec 97-30 Sep 98, second page ((Correction to Modification P00005) by Modification P00010), REVISED PAGE B-2 (Modification P00010), Page B-3 (Best and Final Offer/10 Oct 97), Page B-4 (Best and Final Offer/10 Oct 97) and Page B-5 (Best and Final Offer/10 Oct 97) with newly revised pages, REVISED PAGES B-1A, B-2, B-3, B-4 and B-5. These pages change the reference of paragraph of 3.2.11.1 to paragraphs 4.1.4 and 4.1.4.11.1.

c. Remove and replace Pages C5-2, C5-4, C5-5, C5-6, C5-7, C5-8, C5-10, C5-12, C5-14, C5-15, C5-16, C5-18, C5-19, C5-20, C5-24, C5-25, C5-27, C5-28, C5-29, C5-31, C5-32, C5-37, C5-38, C5-39, C5-40, C5-41, C5-42, C5-43, C5-44, C5-45, C5-46, C5-47, and C5-48 with the same numbered pages marked "REVISED PAGES." Also, add new Pages C5-49 and C5-50.

d. Add Page TE3-17b and remove Technical Exhibit 5a, Page TE5a-1, and replace with REVISED PAGE TE5a-1, which adds a map of the new LG Complex, Bldg 2113, and includes the additional facility to the Government Furnished Facilities list.

e. All other terms and conditions remain unchanged.

Trend Western Technical Corporation

CONTRACT NO. F4161298C0001

PART I
SECTION B
SUPPLIES/SERVICES AND PRICE/COSTS
SUPPLIES AND SERVICES TO BE FURNISHED

0004 Cost applicable to contract but not applicable to Profit or
Ceiling Price Percentage

0004aa Reimbursement for approved attendance at conferences, workshops,
meetings and training as outlined in Section C, paragraphs 5.13.1.1 and 1.2.4.

NOT TO EXCEED \$ 5,000.00

0004ab Reimbursement for facilities upkeep and minor maintenance
projects as described in Section C, paragraphs 4.1.4 and 4.1.4.11.1
(Self Help)

NOT TO EXCEED \$ 10,000.00

TOTAL BASIC YEAR PRICE \$ **3,415,472.00**

Modification P00012

REVISED PAGE B-1A

PART I
SECTION B
SUPPLIES/SERVICES AND PRICE/COSTS
SUPPLIES AND SERVICES TO BE FURNISHED

OPTION YEAR ONE – 1 OCTOBER 1998 – 30 SEPTEMBER 1999

ITEM

- 1001 The contractor shall furnish and supply to the Government management, personnel and Services to operate the Standard Base Supply System to include ground fuels distribution operations and operation of the military service station at Sheppard AFB Texas as set forth in the Performance Work Statement, Section C.

Target Cost	\$ 2,909,901.00
Target Profit (4.0% of Target Cost)	\$ 116,396.00
Target Price	\$ 3,026,297.00

- 1002 The contractor shall furnish and supply to the Government management, personnel and services to provide Aviation Fuel Support, Sheppard AFB TX as set forth in the PWS.

Target Cost	\$ 938,593.00
Target Profit (4.0% of Target Cost)	\$ 37,544.00
Target Price	\$ 976,137.00

Total Target Cost, Profit and Price are calculated by adding Target Cost, Profit and Price from all line items above.

Target Cost	\$ 3,848,494.00
Target Profit	\$ 153,940.00
Target Price	\$ 4,002,434.00
Ceiling Price (104.0% of Total Target Cost)	\$ 4,002,434.00

Sharing Formula	Government/Contractor
Over Target (%)	0% / 100%
Under Target (%)	70% / 30%

- 1003 Weekend/Holiday Maintenance Support as outlined in Section C, Paragraph 1.6

NOT TO EXCEED \$ 25,000.00

- 1004 Cost applicable to contract but not applicable to Profit of Ceiling Price Percentage

- 1004aa Reimbursement for approved attendance at conferences, workshops, meetings and training as outlined in Section C, paragraphs 5.13.1.1 and 1.2.4.

NOT TO EXCEED \$ 5,000.00

- 1004ab Reimbursement for facilities upkeep and minor maintenance projects as described in Section C, paragraphs 4.1.4 and 4.1.4.11.1. (Self Help)

NOT TO EXCEED \$ 25,000.00

PART I
SECTION B
SUPPLIES/SERVICES AND PRICE/COSTS
SUPPLIES AND SERVICES TO BE FURNISHED

OPTION YEAR TWO – 1 OCTOBER 1999 – 30 SEPTEMBER 2000

ITEM

- 2001 The contractor shall furnish and supply to the Government management, personnel and Services to operate the Standard Base Supply System to include ground fuels distribution operations and operation of the military service station at Sheppard AFB Texas as set forth in the Performance Work Statement, Section C.

Target Cost	\$	2,917,933.00
Target Profit (4.0% of Target Cost)	\$	116,717.00
Target Price	\$	3,034,650.00

- 2002 The contractor shall furnish and supply to the Government management, personnel and services to provide Aviation Fuel Support, Sheppard AFB TX as set forth in the PWS.

Target Cost	\$	938,593.00
Target Profit (4.0% of Target Cost)	\$	37,544.00
Target Price	\$	976,137.00

Total Target Cost, Profit and Price are calculated by adding Target Cost, Profit and Price from all line items above.

Target Cost	\$	3,856,526.00
Target Profit	\$	154,261.00
Target Price	\$	4,010,787.00
Ceiling Price (104.0% of Total Target Cost)	\$	4,010,787.00

Sharing Formula	Government/Contractor
Over Target (%)	0% / 100%
Under Target (%)	70% / 30%

- 2003 Weekend/Holiday Maintenance Support as outlined in Section C, Paragraph 1.6

NOT TO EXCEED \$ 25,000.00

- 2004 Cost applicable to contract but not applicable to Profit of Ceiling Price Percentage

- 2004aa Reimbursement for approved attendance at conferences, workshops, meetings and training as outlined in Section C, paragraphs 5.13.1.1 and 1.2.4.

NOT TO EXCEED \$ 5,000.00

- 2004ab Reimbursement for facilities upkeep and minor maintenance projects as described in Section C, paragraphs 4.1.4 and 4.1.4.11.1. (Self Help)

NOT TO EXCEED \$ 25,000.00

TOTAL OPTION YEAR TWO PRICE **\$ 4,065,787.00**

PART I
SECTION BSUPPLIES/SERVICES AND PRICE/COSTS
SUPPLIES AND SERVICES TO BE FURNISHED**OPTION YEAR THREE – 1 OCTOBER 2000 – 30 SEPTEMBER 2001**ITEM

- 3001 The contractor shall furnish and supply to the Government management, personnel and Services to operate the Standard Base Supply System to include ground fuels distribution operations and operation of the military service station at Sheppard AFB Texas as set forth in the Performance Work Statement, Section C.

Target Cost	\$ 2,926,211.00
Target Profit (4.0% of Target Cost)	\$ 117,048.00
Target Price	\$ 3,043,259.00

- 3002 The contractor shall furnish and supply to the Government management, personnel and services to provide Aviation Fuel Support, Sheppard AFB TX as set forth in the PWS.

Target Cost	\$ 938,593.00
Target Profit (4.0% of Target Cost)	\$ 37,544.00
Target Price	\$ 976,137.00

Total Target Cost, Profit and Price are calculated by adding Target Cost, Profit and Price from all line items above.

Target Cost	\$ 3,864,804.00
Target Profit	\$ 154,592.00
Target Price	\$ 4,019,396.00
Ceiling Price (104.0% of Total Target Cost)	\$ 4,019,396.00

Sharing Formula	Government/Contractor
Over Target (%)	0% / 100%
Under Target (%)	70% / 30%

- 3003 Weekend/Holiday Maintenance Support as outlined in Section C, Paragraph 1.6

NOT TO EXCEED \$ 25,000.00

- 3004 Cost applicable to contract but not applicable to Profit of Ceiling Price Percentage

- 3004aa Reimbursement for approved attendance at conferences, workshops, meetings and training as outlined in Section C, paragraphs 5.13.1.1 and 1.2.4.

NOT TO EXCEED \$ 5,000.00

- 3004ab Reimbursement for facilities upkeep and minor maintenance projects as described in Section C, paragraphs 4.1.4 and 4.1.4.11.1. (Self Help)

NOT TO EXCEED \$ 25,000.00

TOTAL OPTION YEAR THREE PRICE \$ **4,074,396.00**

PART I
SECTION B
SUPPLIES/SERVICES AND PRICE/COSTS
SUPPLIES AND SERVICES TO BE FURNISHED

OPTION YEAR FOUR – 1 OCTOBER 2001 – 30 SEPTEMBER 2002

ITEM

- 4001 The contractor shall furnish and supply to the Government management, personnel and Services to operate the Standard Base Supply System to include ground fuels distribution operations and operation of the military service station at Sheppard AFB Texas as set forth in the Performance Work Statement, Section C.

Target Cost	\$ 2,934,734.00
Target Profit (4.0% of Target Cost)	\$ 117,389.00
Target Price	\$ 3,052,123.00

- 4002 The contractor shall furnish and supply to the Government management, personnel and services to provide Aviation Fuel Support, Sheppard AFB TX as set forth in the PWS.

Target Cost	\$ 938,593.00
Target Profit (4.0% of Target Cost)	\$ 37,544.00
Target Price	\$ 976,137.00

Total Target Cost, Profit and Price are calculated by adding Target Cost, Profit and Price from all line items above.

Target Cost	\$ 3,873,327.00
Target Profit	\$ 154,933.00
Target Price	\$ 4,028,260.00
Ceiling Price (104.0% of Total Target Cost)	\$ 4,028,260.00

Sharing Formula	Government/Contractor
Over Target (%)	0% / 100%
Under Target (%)	70% / 30%

- 4003 Weekend/Holiday Maintenance Support as outlined in Section C, Paragraph 1.6

NOT TO EXCEED \$ 25,000.00

- 4004 Cost applicable to contract but not applicable to Profit of Ceiling Price Percentage

- 4004aa Reimbursement for approved attendance at conferences, workshops, meetings and training as outlined in Section C, paragraphs 5.13.1.1 and 1.2.4.

NOT TO EXCEED \$ 5,000.00

- 4004ab Reimbursement for facilities upkeep and minor maintenance projects as described in Section C, paragraphs 4.1.4 and 4.1.4.11.1. (Self Help)

NOT TO EXCEED \$ 25,000.00

TOTAL OPTION YEAR FOUR PRICE **\$ 4,083,260.00**

5.1 REQUIREMENTS. The contractor shall:

5.1.1 Process requests for, establish and validate adjusted stock levels IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section B; and Vol I, Part One, Chapter 12, Section F.

5.1.1.1 Forward all AF Forms 1996 to the Government accountable officer/FAC for approval/disapproval as required.

5.1.2 Process and validate Initial Spares Support Lists (ISSL), MAJCOM Spares Support Lists (MSSL), and New Activation Spares Support Lists (NASSL) IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Sections C and D; and Vol I, Part One, Chapter 12, Sections A, B, and C.

5.1.2.1 Appoint a base mission change manager/monitor to supervise the mission change program, IAW AFMAN 23-110, Vol II, Part Two, Chap 19, Section D.

5.1.3 Report and process excess base redistributable material IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section F; Chapter 15, Section E; and Vol I, Part One, Chapter 3, Section A.

5.1.3.1 Screen reported excesses and attempt redistribution between satellites and/or the host base as prescribed by the MAJCOM involved in the satellite agreement.

5.1.3.2 Review Serviceable Equipment in Stock Not In-Use Listing (R32) quarterly to obtain disposition or issue serviceable assets to satisfy valid base requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section F.

5.1.3.3 Report "L" and "P" numbered items when no future requirement is expected due to the nature of the item, IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section E.

5.1.4 Forecast requirements for special support items IAW AFMAN 23-110, Vol I, Part One, Chapters 10 and 11; and Vol I, Part Three, Chapter 6, Sections F, G, and H.

5.1.5 Process requirements for bulk delivery/gaseous items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Sections B, J, and K.

5.1.6 Produce, file, update, and process Fund Requirement Cards/Images (FRC) for stock and due-out requirements consistent with stock fund availability IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A.

5.1.7 Justify and assign alpha character Stockage Priority Code (SPC) IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A.

5.2 REQUISITION AND FOLLOW UP. The contractor shall:

5.2.1 Process requisitions for requirements when on-base stocks are not adequate to meet demands IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Sections A and J.

5.2.1.1 Requisition Chemical Warfare Defense Equipment (CWDE) items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B; and special guidance provided by MAJCOM (reference item 5.10.2 of this PWS).

5.2.1.2. Requisition to satisfy initial or increased War Reserve Material (WRM) requirements for Supply Management Business Area (SMBA) managed items when provided approved stock fund ordering authority by the SMBA manager IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B; and Part 10, Chapter 1.

5.2.1.3 Requisition base procured investment equipment items (Budget Code Z) after approval by the Financial Management Board and receipt of 3080 funds from MAJCOM IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A; and Part 10, Chapter 1.

5.2.1.4 Initiate lateral support requisitions for expedite requirements when necessary to meet customer demands. IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A; and Chapter 17, Section A.

5.2.1.5 Prepare and process requisitions and associated documentation on local manufactured items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B.

5.2.1.6 Requisition locally procured items under Base Contracting Automated System (BCAS) processing techniques.

5.2.1.6.1 Act as liaison between Supply and Base Contracting Office for processing requirements, status, adjustments, and rejects IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.2.1.6.1.1 Verify and coordinate with contracting to correct mismatches on the Local Purchase (LP) reconciliation listing. Annotate and file listing IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.2.1.6.1.2 Process the Demands Awaiting Item Description Listing IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.2.1.6.2 Attend supply contracting meetings to resolve interface and support problems.

5.2.1.6.3 Obtain approval and process local purchase requirements for centrally managed items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A; and Vol I, Part One, Chapter 8, Section A.

5.2.1.6.4 Approve and process requisitions to satisfy emergency walk through requests for local purchase items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J; and AFP 70-5.

5.2.1.7 Challenge suspected Uniform Material Movement and Issue Priority System (UMMIPS), priority abuses IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section E.

5.2.1.8 Process and validate the M-37 LP Open Item and MILSTRIP Research follow-up lists IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section I.

5.2.1.9 Receive request, review, approve, and process Wash-Post requisition requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section H; and AFP 70-5.

5.2.1.10 Process special requisitions with special requirements flag "R" IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A.

5.2.1.11 Establish controls and requisition assets from DRMO IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A.

5.2.2 Process Military Standard Requisitioning and Issue Procedures (MILSTRIP) status, off-line requests for status and/or follow-up action IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Sections D and F.

5.2.2.1 Initiate follow-up action on requisitions when status has not been received and when the estimated shipment date/availability date are not satisfactory to meet the mission requirement.

5.2.2.2 Develop follow-up procedures to obtain, receive, and load status updates on local manufacture requisitions consistent with priority of the requisition. Initiate follow-up upon receipt of management notice F458.

5.2.2.3 Perform supply assistance/supply difficulty non-automated follow-up IAW AFMAN 23-110, Vol II, Part Two Chapter 9, Section F; and Vol I, Part One, Chapter 1, Section E.

5.2.3 Validate All Urgency of Need Designator (UND) A, B, and C due-outs including equipment and Civil Engineer requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 12, Section A.

5.2.4 Process Material Obligation validation requests quarterly IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section M.

5.2.5 Take all actions necessary to correct and reconcile status details included in the Military Standard Transportation and Movement Procedures (MILSTAMP) tracer reconciliation program IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section L.

5.2.6 Establish controls for reporting Mission Capable (MICAP) start, stop, or change actions to support non-mission capable requirements to include receiving MICAP requests, reviewing, validating, verifying, requisitioning, analyzing requisitions, obtaining status update and reporting

of MICAP incidents IAW AFMAN 23-110, Vol II, Part Two, Chapter 17, Section A and Vol II, Part Nine.

5.2.7 A contractor's representative shall attend the daily aircraft maintenance status meeting when scheduled to provide current status on MICAP parts to the aircraft maintenance manager and supervisors as required. The individual in attendance shall be fully knowledgeable of the status of all outstanding aircraft MICAP requirements.

5.2.8 Produce, process, and track requisitions for special requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B.

5.2.9 Establish, update, validate, release, and/or cancel due-outs IAW AFMAN 23-110, Vol II, Part Two, Chapter 12, Section A.

5.2.9.1 Update data fields of due-in and due-out detail records through processing of due-in/due-out updates (DIT) IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section G.

5.3 RECEIVE MATERIAL. The contractor shall:

5.3.1 Receive, inspect, and process supplies and equipment items IAW AFMAN 23-110, Vol II, Part Two, Chapter 10, Sections A and D; AFMAN 23-110, Vol I, Part One, Chapter 5, Section C; and AFJMAN 23-209.

5.3.1.1 Unload vehicles delivering material to Supply from local vendors and through normal Transportation Management Officer (TMO) channels IAW AFMAN 23-110, Vol I, Part One, Chapter 5, Section C; and AFI 24-201.

5.3.1.1.1 Any Problems arising between carrier personnel and incheckers will be resolved by TMO personnel.

5.3.1.2 Perform freight in-checker duties IAW AFI 24-201, paragraph 4.12 and AFR 75-2. Incheckers will be trained by TMO personnel.

5.3.1.2.1 Incheckers will use hand held terminal to scan data from items. TMO personnel will upload and download data from hand held terminal into CMOS.

5.3.1.3 Establish a transitory holding area (THA) for hazardous and flammable material processing. Coordinate and obtain approval of local bio-environmental safety and fire department officials IAW AFMAN 23-110, Vol I, Part One, Chapter 5, Section C; and AFJMAN 23-209.

5.3.1.4 In-check property, annotate receiving document for receipt, loss, damage or other discrepancies, and update computer records in the time frames specified below.

5.3.1.4.1 Priority designator 01 - 08: 1 workday.

5.3.1.4.2 Priority designator 09 - 15: 3 workdays.

5.3.1.4.3 Have the inspector and in-checker sign all local purchase receipt documents.

5.3.1.5 Resolve problems with property received IAW AFMAN 23-110, Vol II, Part Two, Chapter 10, Section B.

5.3.1.5.1 Review and research problems associated with the claims receivable details records listing and annotate list IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section O; and Vol I, Part One, Chapter 5, Section D.

5.3.1.6 Process receipt documents for bulk delivery items and materials delivered to and physically received at locations other than Base Supply.

5.3.1.6.1 Maintain a suspense file for emergency LP walk-throughs authorized customer pick-up. Review daily to ensure timely processing IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.3.1.7 Control all vendor owned cylinders and containers by using an AF Form 1297 to customers and maintaining files of these forms. Update computer records to reflect receipt (1VR) or shipment (1VS) of vendor owned containers. IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section M; and Chapter 14, Section A.

5.3.1.8 Prepare, submit, and follow-up on Reports of Discrepancy (ROD) IAW AFR 400-54; and AFMAN 23-110, Vol II, Part Two, Chapter 9, Section O.

5.3.1.9 Segregate, safeguard and process material requiring special handling to include but not limited to, classified items, pilferable items, and electrostatic sensitive device/ electrostatic discharge (ESD) items and hazardous materials. Ensure Material Safety Data Sheet (MSDS) is received with each hazardous material.

5.3.2 Receive, inspect and process material turn-ins IAW AFMAN 23-110, Vol II, Part Two, Chapter 13, Section A, B, C and D.

5.3.2.1 Pick-up DIFM items from on-base activities and deliver them to Supply for turn-in processing, within one workday.

5.3.2.2 Ensure that EAID items turned-in to supply are processed within 15 workdays IAW AFMAN 23-110, Vol II, Part Two, Chapter 22.

5.3.2.3 Pick-up consumable/expendable items upon request from on-base organizations, prepare documentation, and process them for turn-in IAW AFMAN 23-110, Vol II, Part Two, Chapter 13, Section C.

5.3.3 Pick-up property from DRMO, base postal facility, GSA service stores and other on or off-base activities as applicable and deliver it to Supply for receipt processing within one duty day.

5.3.4 Prepare and attach historical warranty/guarantee, technical order compliance, and other applicable records to supplies and equipment being processed for issue/due-out release or to stock IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section I, and Chapter 10, Sections A and C.

5.3.5 Prepare and process receipts for items requiring special handling or procedures IAW AFMAN 23-110, Vol II, Part Two, Chapter 10, Section C.

5.4.2.6 The contractor shall: Operate the Civil Engineering Material Acquisitions System (CEMAS) Centralized Store IAW AFP 85-61.

5.4.2.6.1 Process issues from the CEMAS store to authorized customers.

5.4.2.6.2 Bin and store property in assigned warehouse locations.

5.4.2.6.3 Produce and attach bin labels to items stored in the warehouse.

5.4.2.6.4 Comply with documentation routing and filing procedures regarding CEMAS store operations.

5.4.2.6.5 Process materials returned to the CEMAS store.

5.4.2.6.6 Comply with Post-Post operational procedures.

5.4.2.6.7 Assist Civil Engineering in researching discrepancies between computer and on-hand balances.

5.4.2.7 Operate the Repairable Processing Center (RPC) IAW AFMAN 23-110, Vol II, Part Two, Chapter 24; and AETCI 21-101.

5.4.2.8 Weapons Storage Area. Necessary short term weapon storage will be provided by Security Police Armory.

5.4.2.9 Electrostatic Sensitive Devices/Electrostatic Discharge (ESD) Storage Area Items IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section A.

5.4.3 Assign warehouse location when property is received with no warehouse location assigned, within three days.

5.4.4 Perform warehouse location validation IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section D.

5.4.5 Control and store reusable containers for property in Base Supply storage areas IAW AFMAN 23-110, Vol I, Part One, Chapter 10, Section W; and AFI 24-202.

5.4.6 Provide storage assistance or temporary holding space for hazardous material which has been transferred to DRMO pending physical disposition IAW AFM 67-1, Vol VI, Chapter 2.

5.4.7 Operate, manage, maintain and report Mechanized Material Handling System (MMHS) or mechanized storage equipment when installed IAW AFM 67-1, Vol VII, Part One.

5.5 DISTRIBUTE AND ISSUE. The contractor shall:

5.5.1 Process all expedite and routine issue requests for supplies IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section A.

5.5.1.1 Validate priority request with Urgency Need Designator (UND) A and B by contacting the organizational representative prior to establishing due-outs IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section A. Due-outs shall be processed within 1 workday.

5.5.1.2 Process initial issue requests IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section B, and Chapter 24, Section A.

5.5.1.2.1 Obtain required signatures upon delivery of property to Supply customers IAW AFMAN 23-110, Vol II, Part Two, Chapter 14 Section C.

5.5.1.3 Accept and process issue requests for items requiring special processing IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section B.

5.5.2 Process all requests for EAID equipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 22; and AFMAN 23-110, Vol IV, Part One.

5.5.2.1 Validate authorizations using allowance standards.

5.5.2.2 Ensure requests for items requiring coordination with other on-base activities have been reviewed and approved by those activities prior to processing IAW AFMAN 23-110, Vol II, Part Two, Chapter 22.

5.5.2.3 Establish controls to ensure all equipment action requests are annotated with date and time of receipt, logged in, and are processed or forwarded to higher level for approval IAW AFMAN 23-110, Vol II, Part Two, Chapter 22.

5.5.2.4 Verify that personnel are authorized to receipt for classified and EAID equipment items.

5.5.3 Process all requests for non-EAID equipment items IAW AFMAN 23-110, Vol II, Part Two, Chapters 11 and 22; and AFMAN 23-110, Vol IV, Part One.

5.5.3.1 Validate authority for issue prior to processing EAID equipment and "P" deck issue requests IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section B, Atch B-2.

5.5.3.2 Process requests for items under the Furniture Management Program IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section K.

5.5.4 Establish and maintain supply points IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section A.

5.5.8.1 Control issue of items authorized by AFSC or duty, by Allowance Standard 016, or other governing directives, as specified by the commander or functional supervisor. Prepare forms and maintain files to account for personal retention clothing and items IAW AFMAN 23-110, Vol II, Part Seven; and Vol II, Part Two, Chapter 23, Sections B and C.

5.5.8.2 Process requirements for special sized or special measurement clothing IAW AFJI 23-211; AFMAN 23-110, Vol II, Part Two, Chapter 23, Section C; and Vol IV, Part One, Chapters 21 and 25.

5.5.8.3 Validate aviation service/hazardous duty status code on AF Form 538 IAW AFMAN 23-110, Vol II, Part Two, Chapter 23, Section C.

5.5.8.4 Establish due-outs on items not in stock, notify customer that items are ready for pick-up upon receipt of due-out releases, and process a turn-in when the customer does not pick up property within prescribed time frames IAW AFMAN 23-110, Vol II, Part Two, Chapter 23, Section B.

5.5.8.4.1 Provide Document Control with expected return date when individuals are on extended absence.

5.5.8.5 Prepare and process AF Form 1996 to provide adequate stock until sufficient demand data are compiled IAW AFMAN 23-110, Vol II, Part Two, Chapter 23, Section C.

5.5.8.6 Process and mark clothing apparel processed to DRMO IAW AFMAN 23-110, Vol II, Part Two, Chapter 23, Section C.

5.5.8.7 Maintain current CMAL file on clothing and textile items for operational requirements and dissemination of information to customer IAW AFMAN 23-110, Vol II, Part Two, Chapter 23, Section C.

5.5.9 Maintain and operate a sub-unit location to receive, store, and issue individual equipment supplies to support the ENJJPT Program.

5.5.10 Process issue and due-out release documents to include selecting and delivering supplies and equipment items to customers within the time frames specified below:

5.5.10.1 For the processing of issues, the total time elapsed, from the time the item is requested to the time delivered, will not exceed:

5.5.10.1.1 Delivery Priority 01: 30 minutes.

5.5.10.1.2 Delivery Priority 02: 30 minutes.

5.5.10.1.3 Delivery Priority 03: 1 hour.

5. 5.10.1.4 Delivery Priority 04: 4 hours.

5. 5.10.2 For the processing of due-out releases, the total time elapsed, from time receipt is processed to time delivered, will not exceed:

5. 5.10.2.1 Items to satisfy MICAP, priority 2, or priority 3 requirements: 1 hour.

5. 5.10.2.2 Items with delivery priority 04 and 05: 8 consecutive duty hours.

5. 5.10.2.3 Note: Delivery vehicles will not be dispatched solely to meet the specific delivery time for priorities 04 and 05. However, the delivery must be made NLT close of business of the next duty day.

5.5.10.3 Prepare, submit, and process warehouse refusal documents.

5.5.10.4 Establish a holding area to maintain sensitive or pilferable items under lock and key control pending delivery.

5.6 INVENTORY CONTROL. The contractor shall:

5.6.1 Validate authorizations, maintain inventory control, and report on equipment items under the Equipment Management System IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section A; and Vol IV, Part One.

5.6.1.1 Maintain custody receipt jacket files IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section A.

5.6.1.1.1 Obtain updated and signed CA/CRLs upon change of custodian or when requested by the custodian.

5.6.1.1.2 Maintain a record file and listing of all primary and alternate custodians.

5.6.1.1.3 Establish and maintain a configuration data/resume file for all organizations supported IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section B.

5.6.1.2 Update records to transfer and maintain control for inter and intracommunity loaned equipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section K.

5.6.1.3 Process personnel base clearance requests to ensure proper accountability of Equipment Authorization Inventory Data (EAID), personnel retention, and mobility items IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section D; Chapter 23, Section C; and Chapter 26, Section F.

5.6.1.4 Evaluate rental equipment requests and make recommendations to determine if procurement or rental is more cost effective IAW AFMAN 23-110, Vol II, Pt Two, Chap 22, Section K.

5.6.1.5 Identify and correct equipment out-of-balance conditions IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section B.

5.6.1.6 Identify and initiate corrective action on excess in-use equipment items reported under Allowance Source Code (ASC) 000 on a quarterly basis IAW AFMAN 23-110, Vol II, Pt Two, Chap. 22, Section B.

5.6.1.7 Adjust EAID records to reflect allowance source code changes IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section B.

5.6.1.7.1 Review AFEMS products/notices and update EAID records to reflect changes.

5.6.1.8 Validate and adjust EAID records for deployed equipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section H.

5.6.3.1 Update and annually reconcile weapon control files IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section AA; and Vol I, Part One, Chapter 10, Section X.

5.6.3.2 Update and semiannually reconcile Communications Security (COMSEC) control files IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section AB.

5.6.3.3 Forward all certified record alteration documents (DIC = "FIX") to the Supply Accountable officer for approval within one duty day.

5.6.3.4 Identify, locate and process delinquent documents daily IAW their applicable delinquency criteria IAW AFMAN 23-110, Vol II, Part Two, Chapter 18, Section A.

5.6.3.5 Maintain a listing of personnel authorized to receipt for classified items IAW AFMAN 23-110, Vol II, Part Two, Chapter 18, Section B.

5.6.3.5.1 Semiannually validate the classified authorization listing.

5.6.3.5.2 Update the classified authorization listing within 3 work days of receipt of change from a supported organization.

5.6.4 Control all unserviceable repair cycle items from generation to repair or disposition IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section A and Chap 13, Section D.

5.6.4.1 Monitor and report the location and status of repair cycle items issued or due-out to organizations using the DIFM listing.

5.6.4.1.1 Reconcile DIFM detail record balances with Maintenance.

5.6.4.2 Process turn around (TRN) transactions to update demand data on the item and repair cycle records on items repaired within Maintenance without processing through Supply, IAW AFMAN 23-110, Vol II, Pt II, Chapter 24, Section A.

5.6.5 Control and maintain all Material Deficiency Report (MDR) exhibits for supply and equipment items awaiting disposition IAW AFMAN 23-110, Vol II, Part Two, Chapter 13, Section A.

5.6.5.1 Process correspondence for requests of disposition for unserviceable assets and monitor unserviceable assets until response is received IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section F.

5.6.6 Process supply and equipment items to be shipped to off-base locations for calibration, repair and return IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section R; Chapter 24, Section A; and Vol I, Part Two, Chapter 3.

5.6.7 Correct reporting errors identified daily under the Daily Air Force Recoverable Assembly Management System (AFRAMS) IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section H.

5.6.8 Manage, maintain documentation and process Special Purpose Recoverable Authorized Maintenance (SPRAM) assets IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section L.

5.6.9 Report Serialized Control and Reporting System (SCARS) items IAW AFMAN 23-110, Vol I, Part One, Chapter 13.

5.6.10 Code, monitor and, where applicable, expedite repair on Air Force Critical Items and Base/Command intensively managed items IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section D; Vol I, Part One, Chapter 10, Section G; and MAJCOM directives.

5.6.11 Operate the Awaiting Parts (AWP) program IAW AFMAN 23-110, Vol II, Part Two, Chapter 17, Section B and Vol II, Part Nine.

5.6.11.1 Review the status of AWP bit and pieces and follow-up to improve unsatisfactory status and, where this is not possible, attempt lateral support.

5.6.11.2 Encourage cannibalization between end items and adjust detail records to reflect changes in AWP bit and piece requirements.

5.6.12 Implement, monitor and manage the Base Precious Metals Recovery Program (PMRP) IAW AFM 67-1, Vol IV, Part One, Chapter 4; and SAFBR 400-1. Identify in writing the designated Base PMRP monitor and alternate. Provide a copy of the appointment letter to 82 LG/CC through the FAC.

5.6.12.1 Assign a local issue exception code (IEX) and Phrase "Precious Metals Item" to item records that have a precious metals indicator code (PMIC) assigned or that contain a recoverable amount of any precious metal.

5.7 RESEARCH AND RECORDS MAINTENANCE. The contractor shall:

5.7.1 Establish and maintain all item records and support records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27.

5.7.1.1 Process all rejects for item records not loaded or part numbers requested.

5.7.1.2 Maintain DD Form 1348-6 file for non-catalogued items IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section B.

5.7.1.2.1 Review the Demands Awaiting Items Description and load item descriptive data into BCAS.

5.7.1.2.2 Maintain BCAS Item Listing for use in researching local purchase requests.

5.7.1.3 Process Stock Number User Directory (SNUD) updates IAW AFMAN 23-110, Vol II, Pt Two, Chapter 27, Section H.

5.7.1.3.1 Process priority Catalog Management Data (CMD) changes weekly.

5.7.1.3.2 Process routine CMD changes monthly.

5.7.1.3.3 Reconcile base and AFLC SNUD files annually.

5.7.1.3.4 Review management data and process Expendability/Recoverability/Repairability/Cost (ERRC) Designator/Equipment Management Code (EMC) changes IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section E; and Chapter 27, Sections A and D.

5.7.1.4 Prepare, control, process and follow-up on AF Form 86 sent to AFLC Inventory Managers IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section T; and Vol I, Part One, Chapter 7, Section A.

5.7.1.5 Initiate corrective action when requisition status notices indicate erroneous data on item or support records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section A.

5.7.1.6 Verify, prepare and process input to update Standard Reporting Designator (SRD) records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section N.

5.7.1.6.1 Verify SRD applicability with Maintenance annually.

5.7.1.7 Receive, coordinate, review requests to load, change, or delete organization records. Approve or disapprove request as verified. Process approved requests IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, and Chapter 27, Section Q.

5.9 COMPUTER SUPPORT. The contractor shall:

5.9.1 Operate the Supply remote processing station (RPS) under the SBSS IAW AFMAN 23-110, Vol II, Part Four; AFM 171-101, Vols I and II; AFM 171-150, Vol IA; AFM 177-206; AFI 31-209; AFI 33-104; AFI 33-111; AFI 33-112; DODM 4000-25-10; and applicable commercial documentation. Carry out the responsibilities of the computer support base (CSB) regarding the support of satellite supply accounts IAW AFMAN 23-110, Vol II, Part Two, Chapter 28.

5.9.1.1 Maintain security and a high standard of housekeeping in the computer facility IAW AFI 33-104.

5.9.1.2 Complete the in-line follow-up program after each work day for which end-of-day processing was performed IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section F.

5.9.1.2.1 Forward a copy of each F030 management notice to the QAE.

5.9.1.3 Complete requirements computation daily IAW AFM 67-1, Vol II, Part Four, Chapter 14.

5.9.1.3.1 Forward a copy of each F324 management notice to the QAE.

5.9.1.4 Develop local programs for approved ADPE work requests.

5.9.1.4.1 Establish controls to ensure no program or procedure is implemented which is superfluous or will circumvent or conflict with the internal processes of the SBSS.

5.9.1.5 Process end-of-day, end-of-month, end-of-quarter, semiannual, annual, end-of-year, as required reports (AF Form 2011) and listings IAW AFMAN 23-110, Vol II, Part Two, Chapter 5.

5.9.1.6 Process complete file status quarterly IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A.

5.9.1.6.1 Forward a copy of each F312 management notice to the QAE.

5.9.1.7 Process major command unique programs IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section U.

5.9.1.8 Accomplish end-of-year close out in accordance with the yearly pre-conversion actions received from Standard Systems Group (SSG), Maxwell AFB, Gunter Annex, and IAW AFMAN 23-110.

5.9.2 Process the J31, FAST Effectiveness Report and forward a copy to the QAE, on the first workday of the month. Report the average pickup time, warehouse effectiveness and stockage effectiveness to HQ AETC/LGSPA, by letter, by the 5th of each month. Include explanations if AETC goals are not met.

5.9.2.1 Deliver communications traffic, including AUTODIN, between Base Supply and the local communications center, as required.

5.9.2.2 Decollate, sort and distribute reports and listings by 0700 hours each workday IAW AFMAN 23-110, Vol II, Part Two, Chapters 5 and 6; and Vol II, Part Four, Chapter 12.

5.9.2.2.1 Establish a separate distribution system to segregate auditable documents IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C.

5.9.2.2.2 Provide computer support to the satellite accounts, to include distribution of computer products as required.

5.9.2.3 Provide computer support as necessary to the Accounting and Finance Material Section IAW AFMAN 23-110, Vol II, Part Four, Chapter 2, Section A.

5.9.3 Process Supply Interface System (SIFS) programs and monitor Automated Data Reports Submission System (ADRSS) and Base Level Automated Message Extraction System (BLAMES) products IAW AFMAN 23-110, Vol II, Part Four, Chapter 4; and AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C.

5.9.3.1 Insure BLAMES and ADRSS are processed at frequencies specified in AFMAN 23-110, Vol II, Part Four, Chapter 4.

5.9.4 Implement and process LOGMARS requirements IAW AFM 67-1, Vol II, Part Four, Chapter 14, Section H.

5.9.5 Maintain an SBSS Terminal Security Program IAW AFMAN 23-110, Vol II, Part Four, Chapter 2, Section C.

5.9.5.1 Appoint a Terminal Area Security Officer (TASO).

5.9.6 Provide support to the Combat Supply System (CSS) IAW AFM 67-1, Vol II, Part Four, Chapter 21, Section G; and AFM 67-1, Vol V.

5.11 CUSTOMER SERVICE. The contractor shall:

5.11.1 Establish a single point of contact within Supply to provide customer assistance IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C.

5.11.1.1 Publicize the Customer Service Unit function as the primary contact for supply related problems or complaints.

5.11.1.2 Provide technical assistance to customers in resolving complaints, questions, and problems.

5.11.1.3 Document and maintain records of all customer requests for technical assistance, complaints and problems.

5.11.1.4 Perform an analysis on customer complaints and problems semiannually to ascertain trends and recommend required training or other corrective actions IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C, and SAFB Sup 1.

5.11.1.5 Establish a single point of contact to process credit card purchases made with the International Merchant Purchase Authorization Card (IMPAC) IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section Z.

5.11.2 Conduct customer assistance visits as requested by customer.

5.11.3 Establish a focal point for supply customers to challenge suspected price discrepancies and report suspected fraud, waste, and abuse incidents IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C; and, Vol VII, Part Four.

5.11.3.1 Conduct the Zero Overpricing Program (ZOP) and process challenges IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C; and Vol VII, Part Four.

5.12 TRAINING. The contractor shall:

5.12.1 Conduct Base Supply customer training IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C; Chapter 22, Section C; Part 13; AFI 23-204; and AFI 23-111.

5.12.1.1 Obtain and use Air Force furnished training materials and develop local training materials to satisfy local training requirements.

5.12.1.2 Document attendance and provide notification of class completion to supported organizations and applicable activities.

5.12.1.3 Provide organizational fuel tank custodian training and petroleum transport vehicle escort training IAW AFI 23-204.

5.12.2 Develop and provide a basic orientation program for satellite supply account personnel IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section A.

5.13 ADMINISTRATION/MANAGEMENT. The contractor shall:

5.13.1 Provide an on-site Contract Manager who shall perform all functions of the Chief of Supply except those of Supply Accountable Officer, Fuels Accountable Officer, Supply Management Business Area manager, for stock record accounts IAW AFMAN 23-110, Vol II, Part Two, Chapter 2.

5.13.1.1 Attend meetings and conferences when requested or directed by the Contracting Officer.

5.13.1.2 The contractor will provide the supply accountable officer the following reports as required for review/approval:

5.13.1.2.1 M-10 Consolidated Inventory Adjustment Document Register.

5.13.1.2.2 Letters requesting/approving FIX documentation.

5.13.1.2.3 M-10 Identity change documents (FCH).

5.13.1.2.4 Budget requirements.

5.13.1.2.5 Non-Automatic Inventory Adjustments

5.13.1.2.6 Condition Change Documents (FCC)

5.13.1.2.7 Adjusted Stock Levels, AF Forms 1996

5.13.1.2.8 Certificate of Transfer for FB/FE/FP/FK accounts.

5.13.1.2.9 Lost Documents Certification

5.13.1.2.10 Orders of Fuel Products DODM 4140-25

5.13.1.2.11 Reports of Survey

5.13.2 Develop, revise and submit for publishing operating instructions and supplements where local options are permitted by regulation or required by regulation to expand or clarify a process or procedure. Instructions, supplements and regulations developed or revised by the contractor will be approved by the FAC and Contracting Officer prior to publication.

5.13.2.1 Publish a list of supply contact points IAW AFMAN 23-110, Vol II, Part 13.

5.13.2.3 Publish an operating instruction defining concept of operations for after hours support IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section B.

5.13.10 Manage the reports control system program for Supply IAW AFMAN 37-139.

5.13.11 Maintain document files.

5.13.11.1 Receive, control, distribute, and store classified correspondence and documentation IAW DODM 5220-22, and AFI 31-401.

5.13.11.2 Maintain unclassified correspondence files IAW AFMAN 37-123 and AFMAN 37-139.

5.13.12 Manage the Vehicle Control Program for Supply IAW AFI 24-301; and AFMAN 24-309.

5.13.12.1 Schedule maintenance and repair of assigned vehicles and Material Handling Equipment (MHE).

5.13.12.2 Coordinate with transportation to arrange for additional or replacement vehicles and MHE required to support the supply mission.

5.13.12.3 Perform operator maintenance on government furnished vehicles IAW AFMAN 24-307.

5.13.13 Perform operator maintenance on all government furnished equipment to include cleaning, adjusting, ordinary lubrications, tightening of nuts and bolts, and preventive maintenance actions recommended by the equipment manufacturer. Be responsible for ensuring maintenance is accomplished on government furnished equipment and government furnished leased equipment.

5.13.14 Advise supported activities of items unsuitable for Air Force use IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B.

5.14 QUALITY CONTROL. In addition to the requirement to develop a Quality Control Plan as stated in paragraph 1.3 of this PWS, the contractor shall:

5.14.1 Perform surveillance and analysis of internal supply operations IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section D; and as supplemented by HQ AETC.

5.14.1.1 Conduct annual surveillance of all functional areas.

5.14.1.2 Collect, analyze, and maintain a repository of statistical data and determine the effectiveness of the supply activity, both in relation to AETC established standards, and in relation to other AETC bases.

5.14.1.2.1 Provide briefings to government auditors, staff assistance teams, Inspector General teams, etc., and as may be requested by the Contracting Officer or FAC. Such briefings shall include key management indicators and account operations depicted graphically.

5.14.2 Monitor and control rejects generated by all functional areas to promote timely and correct transaction processing IAW AFMAN 23-110, Vol II, Part Two, Chapters 2 and 7.

5.14.3 Review and process the Base Supply Surveillance Report (D20) to insure adherence to prescribed policy and procedures.

5.14.4 Review and process the Daily Priority Monitor Report (D18) and BCE Due-Out Status List (D03/M09) to ensure all priority due-outs have valid requisitions and acceptable status. The Priority Action List (RO1) may be used in lieu of above reports.

5.14.4.1 Initiate corrective action on suspected UMMIPS abuses which are detected IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section E.

5.14.5 Prepare replies to the Contracting Officer on government inspections, audits, staff assistance visits, Inspector General inspections and discrepancies identified by the QAEs. The discrepancies identified within the jurisdiction of the contract will require corrective action.

5.14.5.1 Provide information for the Weapon System Management Information System (WSMIS).

5.18 HAZARDOUS MATERIALS PHARMACY (HAZMART) - The contractor shall:

5.18.1 Comply with AFI 32-7086, Chapters 1 and 2 and associated supplements in the operation of the HAZMART.

5.18.1.1 Perform customer service and records maintenance functions for customers purchasing hazardous material (HAZMAT) through the SBSS and the IMPAC program.

5.18.1.2. For initial issue of recurring and one-time issues, provide customer with AF Form 3952, Chemical/Hazardous Material Authorization Request. Assist the customer as needed with completing the form, ensure the entire form is completed and assign the form a log number. If a Technical Order (TO) or specification is referenced as justification in Section III, Blocks 16a - 16e, ensure a copy of the specification or TO and Material Safety Data Sheet (MSDS) page is attached to the AF Form 3952. Only after Bio-Environmental Engineering, Wing Safety, and Civil Engineering Environmental Flight have approved/reviewed the request by signing and dating the AF Form 3952 or routing slip, will a document number be assigned and the issue request processed. The completed, approved form and supporting documentation will be filed in the HAZMART under the appropriate shop file. Inactive authorization documents will be forwarded to the HMMPT lead for archiving one calendar year after being coded inactive in the Defense Environmental Security Corporate Information Management (DESCIM) Approved System (DAS).

5.18.1.3 Receive, log and process IMPAC requests for approved items. Maintain log of IMPAC purchases authorized when SBSS can not meet customer requirements. Inform IMPAC users that they must return to the HAZMART for additional processing after the purchase. Follow up on all IMPAC purchase requests still open after three duty days. Document and report problems with customer non-compliance to the QAE and the HMMPT lead.

5.18.1.4 For recurring issues, ensure that an approved authorization exists in the DAS before processing issue transactions. Maintain a listing of authorized users for each item, and use it to verify authorization when DAS is not operational. Produce listing weekly and update as required to maintain currency.

5.18.1.5 Perform research actions to provide information to the customer about known substitutes. Provide assistance in requesting information from outside research agencies to include, but not limited to PRO-ACT or DENIX.

5.18.1.6 Ensure the smallest unit of issue is selected to fill user requirements. Ensure the inspection section assigns dash one stock numbers as needed.

5.18.2 Input all logistics related data into the DAS.

5.18.2.1 All data fields on the NSN Screen excluding EPA-17, ODC, Empty Container Regulated, Outside Container, VOC Data, Health Review, IEX Code, Physical Hazard, and Hazard Characteristic Code

5.18.2.2 All data fields on the Shop Screen

5.18.3 Coordinate free-issue, reuse, and redistribution program.

5.18.3.1 Receive free issue information from customers. This information is derived from HAZMAT deemed excess by the customer and is subject to redistribution to other authorized customers. The information includes, but is not limited to quantity, stock number or other identifying information, shelf-life, current location, phone number, POC name, organization, office symbol, and DAS serial number(s).

5.18.3.2 Using DAS, research redistribution potential to other authorized customers. Maintain records of attempts to redistribute material in the DAS remarks field. Update DAS to reflect free issue transactions/transfers of HAZMAT. All DAS transactions from initial issue to disposal must be input. Ensure the 82d LG Environmental Coordinator is provided a list of all LG issues to disposal.

5.18.3.3 Upon notification from HAZMAT users that empty containers have been turned in or disposed of, update DAS to reflect consumption of item from the respective shop HAZMAT inventory.

5.18.3.4 Compile items identified for removal from stock into a listing containing at least NSN, nomenclature, unit of issue, unit price, and number available. The list will be forwarded to the SMAG manager for a determination of price reduction. The SMAG manager will forward the list to the website administrator for posting on the HAZMART webpage. Ensure that either the demand level is zero or that a REX code 4 has been applied to each NSN. Items remaining after 30 days will be disposed of in accordance with procedures outlined in AFMAN 23-110, Vol II, Part 2, Chapter 13, Section C.

5.18.4 Maintain HAZMAT storage areas in accordance with AFMAN 23-110, Vol II, Part Two, Chapter 14, AFJMAN 23-210, Joint Service Manual (JSM) for Storage and Materials Handling, and AFJMAN 23-209, Storage and Handling of Hazardous Material.

5.18.5 SBSS items ordered through the HAZMART will be delivered using established time standards.

5.18.6 Control shelf-life and manufacturer recommended inspection/test date items in accordance with AFMAN 23-110, Vol VII, Part Three. Ensure supply levels and requisitioning actions do not cause excessive stocking of material. Restrict receipt, issue, and stocking of material with less than six months of shelf-life remaining. Inspect shelf-life and manufacturer recommended inspection/test dates and update this data in DAS.

5.18.6.1 Identify HAZMAT as it comes into Supply's receiving area. Receive the HAZMAT into the DAS before stocking or delivering. For items not depicting a manufacture or pack date on the packing material/list, randomly select one container from each lot/batch to open the outer container to inspect an individual container for the required information before assigning a re-inspection date based on date received. Affix a DAS generated barcode label to each container at the time the property is due-out released or issued to a customer. Bar-code labels will contain information determined and programmed by the HMMPT. Ensure that only DAS authorized items are due-out released to customers, and accompanied by a MSDS. Ensure the HAZMART and the HMMPT are provided copies of any MSDS different from the one on file in EMIS. The DAS receipt printout will accompany the property, but does not have to be signed or returned.

5.18.7 Insure MSDS and warning label requirements are met in accordance with 29 CFR 1910.1200.

5.18.8 Utilize HAZMART personnel to train HAZFO personnel on ordering, receiving, issuing, and inventory data entry for DAS as needed or required.



5.19 Reserved

5.20 FUELS MANAGEMENT:

5.20.1 IAW AFR 23-3; AFI 23-502; AFI 23-111; AFI 23-201; AFI 23-204; **AFMAN 23-110**, Vol 1, Part Three, Chapters 1 and 4; AFMAN 23-110, Vol II, Part Two, Chapter 34; and DOD 4140.25M, the Contractor shall:

5.20.1.1 Ensure that sufficient fuel, liquid oxygen (LOX) and liquid nitrogen (LIN) is on hand, on order, or intransit to meet demands.

5.20.1.2 Review and approve all fuel requisition, receipt, sales, and issue documents pertinent to fuels, LOX and LIN.

5.20.1.3 Request a waiver through Headquarters AETC when the fuel inventories are expected to drop below the minimum level (within 5 days advance notice).

5.20.1.4 Request a deviation from Headquarters AETC when maximum levels must be exceeded for any reason.

5.20.1.5 Initiate and justify facility maintenance and repair requirements. Compute refueling equipment authorizations.

5.20.1.6 Prepare, verify, and submit all reports as specified in Technical Exhibit 4.

5.20.1.7 Review periodically and update as necessary, fuels planning documents and plans (CONUS Base Use Plan, lesson training plans, emergency fuels distribution plans, energy conservation plan, and resource protection plan among others).

5.20.1.8 Review for accuracy and update as necessary, memorandum of agreements on emergency power, minimum essential equipment and facilities and weather warnings

5.20.2 TWO-PERSON POLICY

5.20.2.1 IAW AFI 23-201 a two-person policy is mandatory during the operations below. If protective equipment is required, at least one person must wear it. The other person must either wear the equipment, or be out of range of the hazard and have protective equipment immediately available. The second person may be a commercial contractor employee, maintenance crew chief, or any other individual knowledgeable of the hazards involved and corrective actions to take in an emergency. At least two personnel, fully knowledgeable in Air Force criteria and operational procedures, must be within normal voice or eye contact when:

5.20.2.1.1 Refueling and defueling aircraft, vehicles, and organizational tanks.

5.20.2.1.2 Entering pits over 5 feet deep. One person must remain at ground level.

5.20.2.1.3 Transferring, issuing, and receiving cryogenic fluids.

5.20.2.1.4 Off loading tank trucks, filling trucks, or returning fuel to bulk storage.

5.20.2.1.5 Removing fuel from tank sumps or pits.

5.20.2.1.6 Transferring and receiving fuel. (One person at transfer point and one person at receiving point).

5.20.2.1.7 Performing laboratory operations involving the mixing or testing of fuels or chemicals.

5.20.3 FUELS LABORATORY. The contractor shall:

5.20.3.1 Operate the Fuels laboratory to obtain fuel and Lox samples, perform sample analysis, document the analysis, and comply with environmental requirements when disposing of fuel samples IAW AFI 23-201, AFI 23-502, T.O.'s 37-1-1, 37A-1-101, 42B-1-1, 42B-1-10, 42B-1-23, 42B6-1-1, MIL-HDBK-200.

5.20.3.2 Maintain, monitor and update equipment and facility sampling status IAW AFI 23-201.

5.20.3.3 Forward samples to area laboratories for analysis and participate in the pollution abatement sampling program IAW T.O.'s 42B-1-1 and 42B6-1-1.

5.20.3.4 Maintain laboratory, laboratory equipment, and Crashed Aircraft Sampling Kit in a clean, ready to use manner. The Crashed Aircraft Sampling Kit shall contain (as a minimum) such items as sample containers, laboratory beakers, contamination standards, sampling devices, and other items IAW T.O. 42B-1-1, AFOSH STD 91-38, AFI 23-201 and T.O. 33K-1-100-2 (PMEL).

5.20.3.5 Respond to specific sampling request within one hour of request time.

5.20.3.5.1 Obtain and visually sample recoverable fuel (drums, bowzers, etc.) as required. Results shall be forwarded to the Fuels Control Center.

5.20.3.5.2 Ensure fuels collected are segregated by grade and properly disposed of IAW T. O. 42B-1-23 and AFI 23-502.

5.20.4 FUELS DISTRIBUTION. The contractor shall:

5.20.4.1 Inspect fuel servicing vehicles and equipment daily for any safety defects. Daily filter and tank sumps shall be drained of accumulated water and grounding hardware checked for serviceability. Additionally, all engine fluids shall be checked and filled as required. Daily, fuel servicing hoses and nozzles shall be extended and pressurized and checked for defects. Monthly, fuel strainers shall be checked, cleaned as necessary, and tire pressure shall be checked and adjusted. AFI 23-201 T.O.'s 00-25-172, 37A1-1-101, 36A12-13-17-31, 36A12-13-24-1, 36A12-13-24-1-1 36A12-13-17-81.

5.20.4.1.1 Equipment Maintenance. The contractor shall be responsible for all minor maintenance on Government furnished refuelers listed in Technical Exhibits 13.

5.20.4.1.1.1 Minor Maintenance. Includes but is not limited to cleaning, adjusting, tightening of nuts and bolts, and preventive maintenance actions recommended by the equipment manufacturer.

5.20.4.1.1.2 Major Maintenance. Any maintenance beyond paragraph 5.20.4.1.1.1 such as, scheduled maintenance, engine overhaul, safety inspections, etc. will be turned into refueling maintenance.

5.20.4.1.2 Preposition trucks in the aircraft servicing area to provide timely refueling capability in coordination with response times and priorities provided by Maintenance Job Control and at the auxiliary air base at Frederick, Oklahoma (64 miles from SAFB) on an as required basis. In addition, there shall be one dedicated refueling unit for AT-38 servicings. Trucks shall approach the aircraft and wait to be marshaled in by the crew chief. Once positioned, the operator shall place chocks, ground/bond truck, extend hoses, engage power take-off, and at the direction of the crew chief, commence pumping. Additionally, driver shall document the aircraft servicing on the AF Form 1232 attachment or stamp for base assigned aircraft and applicable AF Form 1994 or 1995 for transient aircraft. The operator must monitor the entire operation for safety compliance IAW T.O.'s 00-25-172 and 00-25-172CL4.

5.20.4.1.3 Perform ground and non-fly jet fuel servicing as required IAW T.Os. 00-25-172 and 00-25-172CL4.

5.20.4.1.4 Perform truck filling operations: When a truck is presented for refilling, the AF Form 1232 and attachments, 1994, and 1995 will be checked for accuracy and all safety procedures complied with and new forms issued as required. After positioning, chocking, and bonding he shall insure the pump is shut off, open the necessary valves, start pump and fill the truck. When the truck is filled the operator shall close the applicable truck and fillstand valves, disconnect the pantograph, bond wire and stow chocks. Note: Extreme caution shall be taken to ensure the pantograph has been disconnected from the bottom loader prior to moving the refueler IAW AFMAN 23-110, Vol I, Part Three, Chapter 1; AFI 23-201; T.O. 37-1-1; and 40 CFR part 112.

5.20.4.2 Establish and operate an Automated Fuels Control Center, (AFCC) IAW AFI 23-201 to receive and prioritize fuels requests from base organizations. The contractor shall track and document fuels movements, vehicle and equipment in-commission status, sample schedules, product inventories, and personnel status on a daily basis. Documentation shall be accomplished through the use of the AFCC computer program. Only during an emergency situation, or with prior approval from HQ AETC/LGSF, may the AF Form 824 be used in lieu of the AFCC. Data entries will be down loaded daily for processing into the FAMS-B computer system. In addition, the AFCC program floppy disk will be maintained for 12 months to validate refueler authorizations. The controller shall dispatch fuel trucks to ensure that servicing response time does not exceed 15 minutes. The contractor must verify personnel who receive fuel into organizational tanks have been properly trained as tank custodians. Additionally, a Fuels Facility

Master Plan (Tab G-8 map) and base grid map must be conspicuously posted and all fuel systems highlighted. Vehicle clipboards, operating checklist, keys, and portable radios shall be controlled. The location of permanently installed generators, their size, and a list of frequently called telephone numbers must also be available. Aircraft and ground fuel credit cards and vehicle identity link blanks shall be maintained and embossed/encoded as necessary IAW AFMAN 23-110, Vol I, Part Three, Chapter 1 and AFI 23-201.

5.20.4.2.1 Prioritized aircraft fuel request (see Technical Exhibit 8) shall be received from the maintenance job control.

5.20.4.2.2 Fuels controller shall coordinate with refueling maintenance on vehicle in-commission rates, with Liquid Fuels Maintenance on fuels system repairs, and Aircraft maintenance on any aircraft servicing problems. Fuels controller shall notify the laboratory personnel when any maintenance is performed on mobile or fixed fuel systems that could compromise fuel quality (i.e. filter changes and new hose installation) IAW AFI 23-201. Notify QAEs of any unresolved problems with customers.

5.20.4.2.2.1 Identify facility and equipment upgrade or improvements to the QAE.

5.20.4.2.2.2 Review planned flying schedules and ensure adequate resources are available to meet demands IAW AFI 23-201.

5.20.5 FUEL STORAGE. The contractor shall:

5.20.5.1 Receive, store and issue fuel and cryogenic products. Prior to receipt of product, insure adequate space is available in the designated receipt tank to receive the product. Upon arrival of the tank truck, position the truck for off loading, bond and chock the truck, verify all receipt documents are accurate, connect the proper off loading hoses, visually check fuel quality, position the proper valves for off loading fuel. Upon completion of the off loading, verify that all truck compartments are empty, close all applicable valves, remove hoses, remove chocks and bond cables, and sign release documents IAW AFMAN 23-110, Vol I, Part Three, Chapter 1; Vol II, Part Two, Chapter 34; AFI 23-201; T.O. 37-1-1; T.O. 37A-1-101; T.O. 42B-1-1; MIL HDBK 201B; and 40 CFR part 112.

5.20.5.1.1 Inventory all fuel, and cryogenic products daily as required by AFMAN 23-110, Vol I, Part Three, Chapters 1 and 4; and Vol II, Part Two, Chapter 34.

5.20.5.2 Prior to receipt of product or return to bulk, insure all valves are properly positioned to prevent commingling of fuels and or tank leveling. Also insure adequate space is available in the tank designated to receive the product by manually gauging the tank IAW T.O. 37-1-1.

5.20.5.2.1 Immediately notify the QAE if quality or quantity is questionable during the receiving or issuing of fuel or cryogenic products.

5.20.5.3 Tank Gauging. Automatic tank gauging (ATG) is the primary method of fuel tank inventory control. Manual gauging will be accomplished in the event the ATG system is inoperative. The nitrogen cylinder for the ATG system will be monitored daily. Notify Liquid Fuels Maintenance of C.E. when replacement is needed. Replacement cylinder will be provided by the government. Follow the appropriate ATG users manual for specific ATG operation IAW T.O. 37-1-1.

5.20.5.4 Issuing Fuel. To issue fuel, determine the proper tank, position the proper valves, and issue as applicable. After the issue, close all valves as applicable IAW T.O. 37-1-1.

5.20.5.4.1 Contractor will operate and maintain the fluid powered additive injector system (Hammonds model 800-1L) IAW handbook operating instructions and maintenance manual(which includes adjusting injector for proper injection of additive and replacing diaphragm). Contractor will order and receive 8Q462 additive into the 1000 gallon tank provided by Betz.

5.20.5.5 Transferring Fuel. To transfer fuel ensure the tank designated to receive fuel has adequate space by manually gauging the tank. Position the proper valves for receipt of fuel and fill as applicable. After the receipt, close the applicable valves IAW AFI 23-201 and T.O. 37-1-1.

5.20.5.6 Inspect all fuel storage systems for leaks and compliance with environmental requirements, in addition, to proper markings and identification, inoperative valves, gages, and other items and document same on the AFTO Form 39. Perform leak tests and operator's maintenance IAW T.O. 37-1-1, and 40CFR part 112 and 280.

5.20.5.6.1 Those items which exceed operator's maintenance will be referred to Civil Engineering or, if required, submitted to the QAE on AF Form 332.

5.20.5.6.1.1 Inspect and drain all water from interior dike basins during or immediately after inclement weather IAW AFOSH STD. 91-38 and 40 CFR part 112.

5.20.5.7 Receive, classify, and segregate recoverable fuels IAW AFI 23-502, T.O. 42B-1-1 and T.O. 42B-1-23.

5.20.5.8 Receive Cryogenic Products. Position trailer, check receipt documents and seals, chock and bond trailer, place drip pans, purge transfer hose, connect transfer hose, open applicable valves, and receive product. Perform a particulate matter test only when contamination is suspected. Upon completion of receipt, close valves, disconnect hoses, remove drip pan, sign receipt documents, remove chocks, and secure the area IAW T.O. 37C2-8-36-1(5000 Gallon) or T.O. 37C2-8-29-1(2000 Gallon).

5.20.5.8.1 Off load products IAW current delivery contracts and within the specified time frames. The contractor shall pay demurrage charges as specified in current delivery contracts when delivery times are exceeded.

5.20.5.8.2 Issue Cryogenic Products. Inspect tanks and document on AFTO Form 244. Ensure AFTO Forms 134 and 244 accompanying the cart are accurate and complete, position receipt cart, position drip pans, purge transfer hose, connect transfer hose and fill. When the cart is full close all applicable valves, disconnect hose, remove drip pans, perform odor sample (LOX only), document the AFTO Forms 134 and 150 and park cart in designated area IAW T.O. 37C2-8-36-1, T.O. 00-20-7, and 42B6-1-1.

5.20.5.8.3 General Maintenance. Annually, Liquid Oxygen and Liquid Nitrogen tanks must be purged or sooner if product impurities exceed limits. Tank vacuum space must be checked each 180 days and if vacuum exceeds tolerance, a new vacuum must be performed. Electrical ground continuity must be checked semi-annually and pressure gages must be removed and calibrated as required. Maintain inspection records and historical records. Any item that is Red X'd shall require that item's removal from service. Once the proper maintenance is performed, the Red X must be signed by the worker and verified by an inspector prior to returning the item to service IAW T.O. 00-20-7, 37C2-8-1-116WC-1, 00-25-172, 42B6-1-1, 37C2-8-36-1, 37C2-8-36-3.

5.20.5.9 Operate the government self-service or automated service station. Receive fuel as outlined in the Bulk Storage paragraph 5.20.5.1 Issue fuel to authorized customers; account for fuel issued and perform operator maintenance IAW T. O. 37-1-1, AFI 23-201, and Fuels Master Operator Manual (Special USAF Edition).

5.20.5.9.1 Should the automated system fail, the contractor shall fully man the Base Service Station, IAW AFI 23-201, from 0730 to 1630, Monday through Friday.

5.20.5.9.1.1 In addition, manual operation will be required to service transient or rental vehicles upon request IAW AFMAN 23-110, Vol I, Part Three, Chapter 1; and AFI 23-201.

5.20.5.9.1.2 If service station must be operated manually, document fuel issues to nearest whole gallon IAW AFMAN 23-110, Vol I, Part Three, Chapter 1.

5.20.5.9.2 When issuing to containers, issue products only to properly marked safety containers IAW AFI 23-201.

5.20.6 ACCOUNTING. The contractor shall:

5.20.6.1 Compile all requisition, receipt, issue and inventory documents. These documents shall be reviewed, edited for accuracy, totaled, and input into the FAMS-B system, and DFAMS. Transactions in FAMS-B must be transmitted to FAMS-A and SBSS. All transactions processed daily. Afterwards, use these documents to verify the accuracy of all applicable computer generated reports and file these documents. Clear any rejects from DFAMS, FAMS A, FAMS B, and the SBSS IAW AFI 23-201; AFMAN 23-110, Vol I, Part Three, Chapters 1 and 4; Vol II, Part Two, Chapter 34; and DOD 4140.25M.

5.20.6.1.1 Daily process all P series documents into DFAMS and complete the weekly 1884 Terminal Report and monthly volume calculations IAW DOD 4140.25M.

5.20.6.1.2 Review, edit and process IGC and IFN inputs submitted from base organizations. Provide organization consumption data upon request.

5.20.6.2 Prepare and submit accurate and timely reports IAW AFMAN 23-110, Vol I, Part Three, Chapter 1; AFI 23-201; DOD 4140.25M; and AETC WMP. See Technical Exhibit 4 for required reports.

5.20.6.3 Perform cash sales procedures for aviation fuel IAW AFMAN 23-110, Vol I, Part Three Chapter 1, and Controlled Multiple Address Letters (CMALs).

5.20.6.4 Monitor excessive gains/losses monthly for each product grade and provide investigative when they exceed allowable tolerances established IAW AFMAN 23-110, Vol I, Part Three, Chapter 1; and DOD 4140.25M.

5.20.6.5 Prepare all forms and records necessary to requisition FP and FB products IAW DOD 4140.25M; AFMAN 23-110, Volume I, Part Three Chapters 1 and 4; and Volume II, Part Two, Chapter 34.

5.20.6.6 Requisition the appropriate quantity of fuel and cryogenic products to maintain War Reserve Material (WRM) levels identified in the Inventory Management Plan (IMP), and War Consumable Distribution Objective (WCDO). Deviations from established levels shall require MAJCOM and DET 29 Defense Fuels Supply Center authorization IAW AFI 23-201 and AFMAN 23-110, Vol I, Part Three, Chapter 1.

5.20.6.6.1 Requisitioning Jet Fuel. Annually, the contractor will receive a Source Identification and Ordering Authorization (DFSC Form 21.1) from Defense Fuel Supply Center (DFSC). Using this form as a source document, monthly the contractor shall request from Defense Fuels Region-South (DFR-S)(by letter) the quantity of Jet Fuel expected to be requisitioned the following month. DFR-S will reply (via the DD Form 1155) with the amount of fuel authorized and the supply sources from which the fuel will be requisitioned. Using this data, update the SBSS and requisition fuel from the appropriate supply source as required.

5.20.6.6.2 Requisitioning Ground Fuels, Mogas and Diesel. Annually, supply sources will be contracted by DFSC. Upon receipt of each contract or contract modification, review the data for the quantity, supply sources, and delivery restrictions and requirements and update the SBSS. Requisition fuel through CONS/LGCS as required.

5.20.6.6.3 Requisitioning Liquid Oxygen and Liquid Nitrogen. As required, apply for a Blanket Delivery Order (BDO) through the ACO. Upon receipt of the BDO, review the data for quantity, supply sources and delivery restrictions and requirements and update the SBSS. Requisitions shall be made directly to the supplier.

5.20.6.6.4 Requisitioning Oils. Motor oils shall be requisitioned from the government using SBSS procedures.

5.20.6.6.5 Requisitioning Other Fuels. On occasion, transiting aircraft or special operations may require fuels not normally maintained (JP-5, JA-1, etc.). These fuels will be requisitioned through the ACO using SBSS local purchase or spot-buy procedures.

5.20.6.7 Verify that the maximum amount of fuel which can be issued to aircraft within a 24 hour period (using on-hand dispensing equipment and facilities) can meet requirements specified in the IMP IAW AFI 23-201.

5.20.6.8 Verify the D05/M34 report agrees with manually prepared issue, receipt, and storage documents IAW AFMAN 23-110, VOL II, Part Two, Chapter 34.

5.20.6.9 Provide fuel consumption data to government agencies as directed .

5.20.6.10 Maintain audible document control files for the base fuels accountable record IAW AFMAN 23-110, Volume II, Part Two, Chapter 34.

5.20.6.11 Consolidate issue documents applicable to liquid oxygen and liquid nitrogen IAW AFMAN 23-110, Volume II, Part One, Chapter 4.

5.20.6.12 Ensure that the gain/loss of petroleum products and cryogenics products does not exceed allowable tolerance as established IAW AFMAN 23-110, Volume I, Part Three, Chapter 1; and DOD 4140.25, Vol II, Chapter 10.

5.20.6.13 Prepare identification links and serv-o-plates for vehicles, safety cans, and other ground fuel requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 34.

5.20.6.14 Accomplish responsibilities pertaining to organizational fuel tanks IAW AFI 23-201 and AFI 23-204.

5.20.7 INDUSTRIAL HYGIENE/OCCUPATIONAL HEALTH. The contractor shall:

5.20.7.1 Establish an industrial hygiene program consistent with OSHA requirements as specified in 29 CFR part 1910. The contractor shall enforce the use of required personal protective equipment, hearing protection, safety glasses/shields, protective aprons, gloves and reflective belts/vest etc., and coordinate with Bio-Environmental Engineering for the collection of appropriate air and noise dosimeter samples.

5.20.7.2 Obtain and maintain copies of Material Safety Data Sheets (MSDS) IAW 29 CFR part 1900. If the contractor is unable to obtain an MSDS on procured chemicals, solvents, cleaning compounds, the contractor may request assistance from the medical service through the CO. For local purchased chemicals, the contractor shall provide a copy of the MSDS to the USAF Medical Service and Civil Engineering Environmental Planning Branch.

5.20.8 SAFETY ITEMS. The following areas are considered to be extremely hazardous in the fuels environment and if detected during ANY fuels operation, will result in the issue of a Contract Discrepancy Report (CDR).

5.20.8.1 Improper grounding/bonding procedures during fuel/LOX operations to include; aircraft and ground support equipment servicing, issue/support tank servicing, fuel rotations, fillstand and return to bulk operations, tank truck receipts, lox issues, laboratory sampling and analysis.

5.20.8.2 Lack of fire fighting vehicles and or serviceable fire extinguishers in the vicinity of the operation.

5.20.8.3 No emergency evacuation path for fuels/LOX servicing equipment/personnel.

5.20.8.4 Failure to follow the two man policy IAW para 5.20.2.1.

5.20.8.5 Protective equipment not being utilized when required during fuel servicing, LOX/LIN receipt/issue, laboratory sampling, and checkpoint operations.

5.20.8.6 Insufficient ullage in receipt tanks to accommodate receipt.

5.20.8.7 Bottom loader & Defuel test button not activated during aviation fuel fillstand/defuel operations.

5.20.8.8 Individual not placed on top of the ground product unit during filling operation when high level shut valve is inoperative.

5.20.8.9 Failure to ensure any source of ignition not essential to the actual fuel/LOX operation is outside the circle of safety.

5.20.8.10 Failure to analyze fuel samples performed in the fuels laboratory under operating exhaust hood.

5.20.8.11 Fuels operations aren't terminated if a leak occurs. A leak is defined as a spray, stream, accumulation of fuel, or severe enough to seriously jeopardize system/personal safety.

5.20.8.12 Using improper procedures when backing a refueling unit.

5.20.8.13 Storing fuel samples in the lab when the exhaust fan is inoperative and/or storing excessive amount of fuel overnight in the fuels lab.

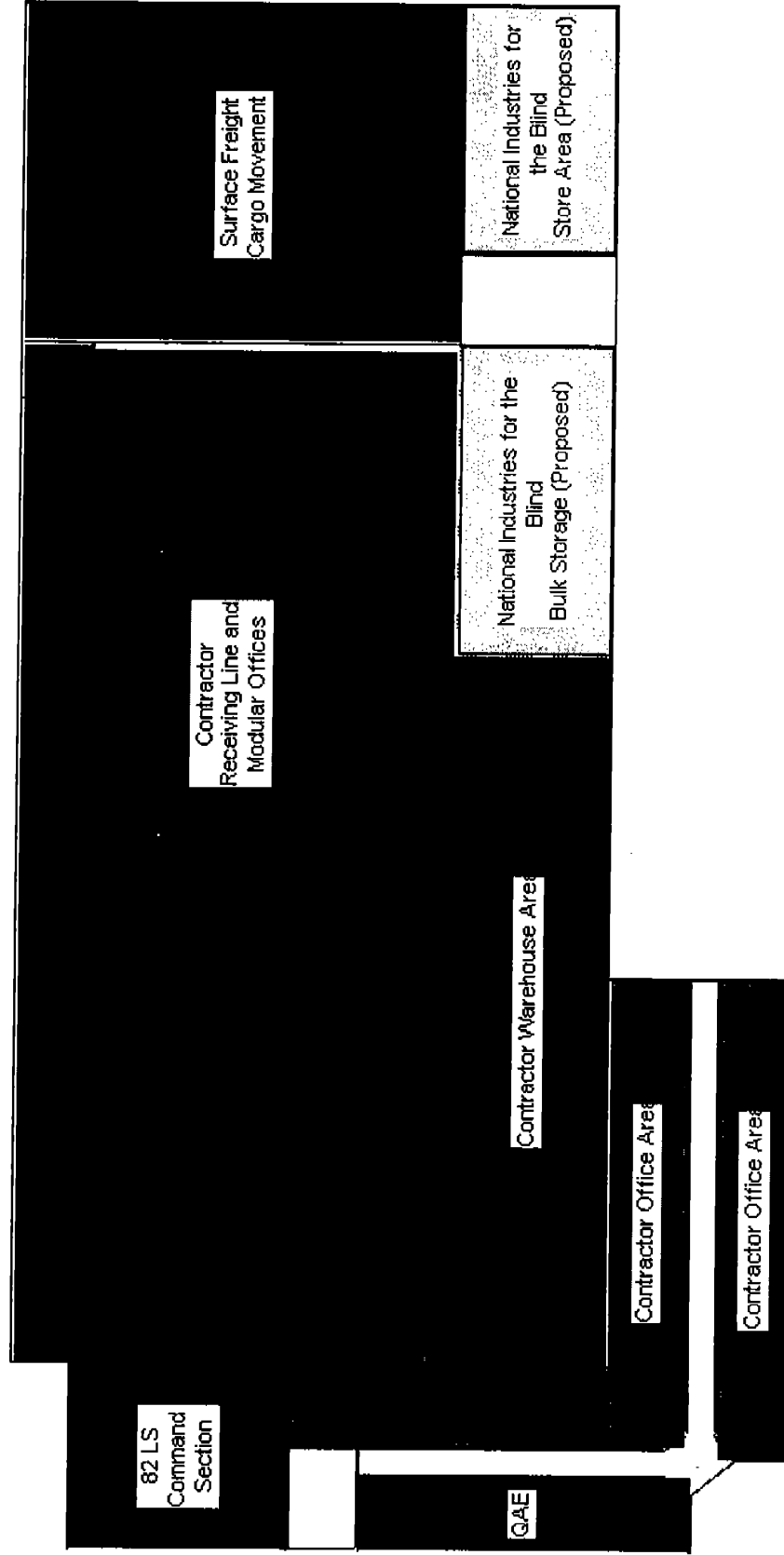
5.20.8.14 Failure to shut-down a fueling operation in the event a safety violation occurs.

5.20.8.15 A reportable fuel spill occurs as a result of system/unit operator negligence.

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MODIFICATION P00012

Consolidated Logistics Warehouse - Bldg 2113



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TECHNICAL EXHIBIT 5a

GOVERNMENT FURNISHED FACILITIES

The Government will furnish the contractor the following facilities: (for maps, see Tech Exhibit 3).

Bldg #	Description
Bldg 21	Warehouse/Office // Hazardous Materials Pharmacy
Bldg 23	Warehouse // Bulk Storage
Bldg 1003	Warehouse // Mobility Bag Storage
Bldg 1013	Office // Fuels
Bldg 1013/14/15	Pumphouse And Bulk Storage // Fuels
Bldg 1121	Main Supply Warehouse/Administrative Area
Bldg 1122	Warehouse // Flammable Storage
Bldg 1503	Warehouse/Office // CEMAS
Bldg 1966	Fenced Outside Storage // Covered Cylinder Storage
Bldg 2017	Administrative Area // Fuels Laboratory
Bldg 2018	Warehouse // Acid Storage
Bldg 2113	Consolidated Logistics Complex
Bldg 2115	Military Service Station
Bldg 2160	Lox Area
Bldg 2161	Lox Area Storage Bldg
Bldg 2320	Warehouse/Office // Aircraft Fast // Individual Equipment Sub-unit
Bldg 2320	Warehouse // Individual Equipment Sub-unit
Bldg 2325	Warehouse/Office // Engine Fast // 80th MSL
Bldg 2560	Warehouse/Office // Communications Material Control